

Business Gateway: Standards for Green on PMA Scorecard - Milestones Grouped by Project Lane						
Implementation Phase	Outcome/Deliverable	Milestone	Milestone Definition	Quarter	FY	Criteria for Green
Consolidate/ Migrate on-line business compliance systems to Business Gateway	To create an index/links to a consolidated, online access to compliance assistance resources to help businesses understand what regulations they must comply with, and how to comply (COMPASS)	Provide report to OMB and Business Gateway identifying on-line business compliance systems	Agencies shall identify and provide BG access to e-tool and electronic wizard compliance assistance resources developed to improve a small businesses's compliance with regulations. Agencies shall provide relevant information for each identified resource a template BG will provide.	Q4	2005	___ 1. Completed template received and reviewed by OMB Portfolio Manager and initiative Program Manager (BG to provide template). Completion Date: September 1, 2005. ___ 2. If deemed unacceptable by BG/OMB review, agency made changes to the template based on BG/OMB recommendations. ___ 3. Revised template received and reviewed by OMB Portfolio Manager and initiative Program Manager. Completion Date: September 15, 2005.
		Provide report to OMB and Business Gateway identifying rules/regulations and related forms, plain language guides, not already contained in an existing online business compliance system.	Agencies shall identify and provide BG access to plain-language guidances, FAQs, contacts, factsheets, brochures, web-pages, etc. that have been developed to improve small businesses's compliance with regulations. Agencies shall provide relevant information for each identified resource in a template BG will provide.	Q2	2006	___ 1. Completed template received and reviewed by OMB Portfolio Manager and initiative Program Manager (BG to provide template). Completion Date: TBD ___ 2. If deemed unacceptable by BG/OMB review, agency made changes to the template based on BG/OMB recommendations. ___ 3. Revised template received and reviewed by OMB Portfolio Manager and initiative Program Manager. Completion Date: TBD
		Integrate on-line business compliance systems with Business Gateway	Agencies must continue to maintain and make accessible to the BG initiative compliance resources as previously defined. Agencies must also validate the COMPASS tool before the go-live date.	Q4	2006	___ 1. Review and test beta-version of COMPASS. Completion Date: August 15, 2006.
Establish process to coordinate business content publication and updates to BG Portal	To enhance the one-stop, online access to "issue-based" search and taxonomy of agency links to answer businesses' questions (www.business.gov)	Provide point of contact for an agency content manager to serve as liaison to BG to ensure content provided to BG is relevant and up-to-date.	Agency points of contact must remove outdated links and repair broken links. Agency points of contact must also participate in all bi-monthly Content Management conference calls and provide monthly inventory updates on existing links using an Excel spreadsheet to be provided by BG. This process will enable BG to fully identify what links exist on www.business.gov until it migrates to a new, more robust content management system that will automatically map content.	Q4	2005	___ 1. Contact information received and reviewed by Initiative Program Manager. Completion Date: August 8, 2005. ___ 2. Agencies participate in all conference calls. Completion Date: Bi-monthly ___ 3a. Agencies provided link inventory updates and completed new/updated content template. Completion Date: Monthly ___ 3b. Agencies completed link inventory by identifying and cataloging all agency links on www.business.gov in an Excel spreadsheet provided by BG. Completion Date: September 23, 2005.
		Establish a process within the agency to coordinate business content dissemination and updates to Business Gateway	Agency points of contact must upload links to www.business.gov using the content management tool. Until this process is automated by a new content management system, agencies must also complete a template to be provided by BG for adding and/or updating content to the site, which includes the link, date, owner, synopsis, and where they are posting the link on www.business.gov. Agencies must fill out this template on a monthly basis as a tracking mechanism. If no new content exists, agencies will fill out the template to indicate no change. This process will enable BG to track new/updated links on www.business.gov until it migrates to a new, more robust content management system that will automatically map content.	Q1	2006	___ 1. Agencies updated/added all agency content related to businesses to www.business.gov using the content management tool and filled out the template for new/updated content for tracking purposes. Completion Date: Monthly. ___ 2. Agencies uploaded all agency content to date related to businesses to www.business.gov and filled out the template for new/updated content for tracking purposes. Completion Date: November 15, 2005. ___ 3. Agencies' content on www.business.gov and template reviewed by OMB Portfolio Manager and initiative Program Manager. If deemed unacceptable by BG/OMB review, agency added/updated content on www.business.gov and made changes to the template based on BG/OMB recommendations. Revised web site content and template received and reviewed by OMB Portfolio Manager and initiative Program Manager. Completion Date: December 23, 2005.
Populate and maintain agency forms in BG's Forms Catalog. Includes completion of mandatory data elements for each form	To enhance the consolidated, online access to government forms to make it easier and reduce the time it takes for businesses to find forms (Forms Catalog)	Enter all required content in Business Gateway's Forms Catalog for all forms within the agreed-upon delineation of forms.	Agencies provide Forms data to the catalog in three ways 1) online HTML form 2) online Formatta form, and 3) off-line Access database file to prepare records for bulk upload. Agencies should work with Nisha Patel and Nate Zuckerberg to ensure required content is entered. (Note that 'agreed-upon delineation of forms' refers to the fact that some forms that were originally in the catalog were removed based on discussions with agencies--e.g., single use forms.)	Q1	2006	___ 1. Confirmation that all required content has been entered into Business Gateway's Forms Catalog received by Program Manager and OMB Portfolio Manager. Completion Date: November 15, 2005. ___ 2. If deemed unacceptable by BG/OMB review, agency entered and confirmed all required content based on BG/OMB recommendations. Revised catalog content received and reviewed by OMB Portfolio Manager and initiative Program Manager. Completion Date: December 23, 2005.
		Establish process within the agency for maintaining form content in Business Gateway's Forms Catalog	Until the ICR process is automated through ROCIS, agencies must follow the manual process defined in the above milestone to update form content. Agencies should work with Nisha Patel and Nate Zuckerberg to ensure appropriate content is entered.	Q1	2006	___ 1. Confirmation that all required content has been entered into Business Gateway's Forms Catalog received by Program Manager and OMB Portfolio Manager. Completion Date: November 15, 2005. ___ 2. If deemed unacceptable by BG/OMB review, agency entered and confirmed all required content based on BG/OMB recommendations. Revised catalog content received and reviewed by OMB Portfolio Manager and initiative Program Manager. Completion Date: December 23, 2005.
Harmonize on business compliance processes and institutionalize the System for Surface Coal Mining	To provide a streamlined data submission process to reduce the amount of data businesses must submit to the government (Coal Vertical)	Establish government-wide process for surface coal mining reporting processes	This milestone applies to DOI, DOL, and SBA. The Coal Vertical is an effort to streamline the collection of a small set of production and safety mining data elements redundantly collected by three agencies and state regulatory authorities. In the future, the process may be used to perform similar data collection streamlining government-wide.	Q1	2006	___ 1. Confirmation from all involved agencies that the process is acceptable received by the Project team lead, Stephanie Varvell. Completion Date: December 31, 2005.
		Implement system to support the government-wide process for surface coal mining reporting	This milestone applies to DOI, DOL, and SBA. The Coal Vertical is a system to streamline the collection of a small set of production and safety mining data elements redundantly collected by three agencies and state regulatory authorities. DOI and DOL should implement the system.	Q4	2006	___ 1. Confirmation from all involved agencies that the system is in production use received by Project team lead, Stephanie Varvell. Completion Date: August 31, 2006.